



Welcome to the Purchasing Services Office



Vendor Guide on Doing Business with the City of Fremont

City of Fremont
Purchasing Services Office
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4620
Fax: (510) 494-4621
www.Fremont.gov

Office Hours:
Monday through Friday
8:00 a.m. to noon
1:00 p.m. to 5:00 p.m.
Appointments are highly recommended

Welcome to the Purchasing Services Office

Thank you for your interest in doing business with the City of Fremont! We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with the City of Fremont. This Vendor Guide will outline the City's purchasing policies and procedures. We want to make this experience as easy as possible for you, so please contact us with any questions.

Mission Statement

It is the mission of the City of Fremont Purchasing Services Office to procure quality materials and services that meet the City's specifications and are provided when required at reasonable prices. The Purchasing Services Office shall also take every reasonable measure to ensure a high degree of customer service to City employees while maintaining a fair and impartial treatment to all suppliers.

Purpose

The purpose of this guide is to explain how a vendor may participate in the process to gain the City's business. The City is always interested in securing responsible vendors who can meet its supply needs promptly, economically, and in the desired quality and quantities.

Organization

The City has a centralized Purchasing Services Office consisting of one Purchasing Agent and two Purchasing Assistants. City departments have authority to purchase supplies and services with a dollar value of \$2,500 or less. Purchases exceeding \$2,500 are procured by Purchasing staff.

Sales Calls and Contacts

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Purchasing Services Office is closed for lunch from noon to 1:00 p.m. We know your time is valuable. To ensure you receive adequate attention, we recommend that you make an appointment before coming to the Purchasing Services Office. Routine "courtesy" visits are permitted, but are not encouraged as they can disrupt the daily work flow.

Vendor Registration

A list of interested and responsible vendors is maintained by the Purchasing Services Office. You may obtain a vendor application by downloading the form directly from the City of Fremont website at www.Fremont.gov/CityHall/Departments/PurchasingOffice.htm or by contacting our office at (510) 494-4620. Because of the large number of suppliers with whom Purchasing staff interacts, submitting a vendor application form does not guarantee a vendor will be notified every time a quotation or bid for that particular commodity or service is needed. Staff may also contact firms that are not on the list of suppliers. Failure to respond to three (3) consecutive invitations for bids or quotes may result in the removal of your firm's name from the supplier list.

Business Registration Tax/License

A Fremont Business Registration Tax/License is required of any person who transacts or carries on any business, trade, profession, calling or occupation in the City of Fremont. Please contact the Revenue Division at (510) 494-4790 or visit: www.Fremont.gov/Permits/OtherPermits/BusinessLicense.htm for further information.

Specifications

Written specifications are used in the bidding process to describe the required level of quality, quantity, delivery, and scope of work. In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid form.

Sometimes a vendor may expend considerable time and money presenting a product to an individual City department in hopes of making a sale.

Please keep in mind, however, doing this does not guarantee you an order. Given certain factors, the eventual bid or sale may be awarded to a competitive bid. Specifications prepared by City departments are carefully reviewed by Purchasing staff to eliminate undue restrictions and other limitations which unnecessarily reduce competition. The purchase will eventually be made from the "lowest responsible bidder" meeting the specifications, terms and conditions of the bid.

Please also keep in mind that any assistance you offer a department in developing its purchase request cannot be considered when the City makes the purchase. We recommend if you are called upon to provide expensive pre-purchase services that you consider contracting separately with the department for this service. You should also ask the department to list you as a "suggested vendor" on its purchase requisition to ensure that you will be included in the bid process.



Basis for Award

It is the City's desire to develop maximum competition for all purchases and to make awards based on the lowest responsible and responsive bid received. "Lowest responsible bidder" means the lowest bidder whose offer best responds in quality, fitness, and capacity to the requirement of the proposed work or usage.

Such factors as delivery time, quality, compatibility, references, experience, parts and services, freight cost, payment terms, etc., play an important role in awarding a purchase order to the "lowest responsible bidder."

A "responsive" bid is one which is in substantial conformance with the requirements of the specifications, the invitation to bid, and the City's contractual terms and conditions. This would also include such things as completeness of the bid submittal forms, inclusion of references and attachments, and completion of required responses.

Delivery and Inspections

Shipment in almost all cases is to be made to the City of Fremont, FOB destination. Requirements for delivery are specified on all bids and purchase orders. Failure to meet the specified delivery date may negatively impact your firm's overall performance rating.

Bid Results

Bid awards are a matter of public record. Bid award information is available online at: www.Fremont.gov/CityHall/FinancialInformation/BidResults.htm or by contacting the Purchasing Services Office at (510) 494-4620. Formal and sealed bid results are also available.

Change Orders

In most cases the purchase order is the City's contract with the vendor. Therefore, any change to the contract must be in writing and authorized by the Purchasing Services Office. Department personnel may not make verbal changes to the purchase order.

Billing and Payment

The City requires invoices for each purchase order issued to the vendor. The purchase order number must appear on all invoices, shipping tags, and all correspondence relevant to the order. Payment is made after receipt of correct invoices and delivery and acceptance of material as specified on the purchase order. Unless otherwise instructed, invoices should be submitted to:

CITY OF FREMONT
ACCOUNTS PAYABLE
P.O. BOX 5006
FREMONT, CA 94537-5006

Sending your invoice to any other department (unless so instructed) may delay payment. The City tries to pay all invoices within thirty (30) days of receipt of invoice and acceptance of order. Questions regarding payment of invoices should be made to Accounts Payable. Vendors with names beginning with A-F should call (510) 494-4627 and names beginning with G-Z should call (510) 494-4628. Please have the purchase order and invoice number available for easy reference.

Taxes

The City is exempt from federal excise tax, but pays sales and use taxes when applicable. Certificates of Exemption from Excise Tax may be obtained from the Purchasing Services Office.

Method of Procurement

The following methods of purchasing are available:

Petty Cash: City personnel are authorized to make petty cash purchases up to \$200.

Credit Card: City personnel are authorized to purchase goods up to \$2,500.

Annual Purchase Orders: Issued to vendors for multiple, low dollar value purchases for use on an as-needed basis, or for orders established through annual contract, where specific pricing is established with vendors for the term of the purchase order.

Department Initiated Purchase Order (DIP): City departments may purchase goods and services using a DIP when the dollar amount does not exceed \$2,500. A DIP number must be given to the vendor at the time the order is placed. The DIP number and name of the requesting department must appear on the vendor's invoice to the City.

Purchase Orders: Purchases over \$2,500 and less than \$25,000 require competitive quotations whenever possible and are generally made through an informal bid process. Quotations may be submitted to the Purchasing Office via telephone, in person, by mail, by facsimile transmission or by email. Instructions on how your quotation should be submitted will be provided at the time the request for quotation is made.

For purchases over \$25,000 (\$100,000 for public works projects), formal written sealed bids are normally solicited, depending on the complexity of the materials or services being procured. Formal bids must be sealed and can be submitted in person or by mail. Formal bids can NOT be submitted via telephone, fax, or email.

Local Business

The City is vitally interested in promoting local businesses. We see local businesses as an important part of a competitive bid process which deserves our encouragement and help.

The City takes positive steps to maximize the utilization of local business enterprises in purchasing and contract activity by providing information about the City's procurement process and procedures and by engaging in targeted outreach efforts.

The City Council has adopted a 1% local business preference policy. This preference is applied to all purchases for taxable goods and services not involving public works projects.

This 1% local business preference is used in computing quotes and bids received from local businesses with a dollar value of not less than \$1,000. A local business is defined as a business that has applied for and paid a business registration tax/license (pursuant to Fremont Municipal Code Title 5), and which is identified within the City of Fremont by the State of California Board of Equalization for the purpose of the California sales tax area code number.

Gifts and Gratuities

The Purchasing Services Office maintains a strict policy prohibiting the acceptance of gifts and/or gratuities from any supplier or potential supplier by its employees.

Insurance

In all instances in which vendor personnel enter City property to repair, install, service, construct, consult, etc., the City requires a certificate of insurance verifying coverage per City insurance requirements. Whenever insurance is required on a purchase order, the vendor will be supplied with complete requirements for coverage. Please contact the City's Risk Manager at (510) 284-4053 if you need further information on insurance requirements.

Acting Without a Purchase Order Number

All purchases charged to the City require a purchase order. If an individual calls you and attempts to place an order without a City purchase order number, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. The purchase order number is vital to doing business with the City. It is your insurance that you will be paid.

Exceptions: There may be times during an emergency when an order must be placed after hours or on weekends (times when the Purchasing Office is normally closed). Be assured that true emergency purchases at such times without purchase order numbers will be approved. Be sure to obtain the individual's name and department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order number from the Purchasing Services Office the following workday. The employee who placed the order will contact you with an authorized purchase order number.

Americans With Disabilities Act

In compliance with the American with Disabilities Act, if you or someone in your firm needs special assistance to participate in a walk-through or attend a pre-bid conference, please contact the Purchasing Services Office at (510) 494-4620. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

No vendor providing a service, program or activity to the public on behalf of the City shall discriminate against any person because of sex, race, color, creed, national origin, or disability. Vendors, if providing a service, program or activity to the public on behalf of the City, shall comply with the American with Disabilities Act and City's policies pursuant thereto when providing said service, program or activity.

Contact Us

We will gladly answer any questions on specifications, bid or award procedures, and purchasing procedures in general. Please contact us at (510) 494-4620.